

GUIDELINES FOR ORGANISERS AND INVIGILATORS - UNIT 1

A. Organizing the examination:

1. Please note that the following may **not** act as invigilators:
 - a. anyone related to the candidate by birth or marriage.
 - b. anyone in a personal relationship with the candidate.
 - c. anyone who lives with or shares the same home address as the candidate.
 - d. anyone who has been involved in any way in helping a candidate prepare for the examination.
 - e. invigilators may not be in a personal relationship or share the same home address as each other.
2. **Two** invigilators must be used for every examination:
 - a. In the case of sole candidates at least one of the two invigilators must be a dance teacher or a professional person or hold a position of standing in the community. (Examples of such persons are: people with professional qualifications such as teachers, librarians, accountants, solicitors; civil servants; officials of organisations such as the British Council; ministers of religion.)
 - b. Where examinations are held at a Branch, the organiser may act as an invigilator provided the conditions listed in (1) above are met. It is customary for at least one of the invigilators to be a Branch Officer.
3. Examinations are not allowed to be held in the home of a candidate.
4. Preparations required:
 - a. Ensure that the room where the examination will be held is quiet and well-lit, and provides comfortable seating at desks or tables of a height appropriate for taking a written examination.
 - b. that blank paper and pens are available
 - c. there is no interruption from any source for the two-hour duration.
 - d. there is an accurate clock visible to the candidate(s)
 - e. If the exam paper was received as a digital file, print sufficient copies for all candidates to each have one. If papers have been physically sent, check to be sure enough copies are available by opening the envelope and counting, and if necessary, make additional copies.
 - f. If laptops / PCs are being used, ensure that sufficient time is allocated prior to the start of the examination to check electronic devices have sufficient plugs / power supply.
 - g. Ensure that a blank USB drive is available.
 - h. Ensure that all digital answer scripts can be transformed into pdf documents.
5. At the beginning of the examination, the invigilators should:
 - a. ensure that candidates have blank writing-paper and pens.
 - b. ensure that candidates using electronic devices demonstrate that they have turned off any access to the Internet. The device must **not** have access to the RSCDS Manual.
 - c. advise candidates to put their names on the top of every page of their answer scripts, whether paper or digital. All pages are to be numbered sequentially.
 - d. advise candidates that all pages containing diagrams should also have their name at the top, numbered, and clearly labelled to identify the question to which they apply.
 - e. distribute question papers, face down, on candidates' desks.
 - f. at the scheduled time, instruct candidates to turn over question papers and begin.

B. Conduct of the examination:

1. Responsibilities of the invigilators:

- a. if a candidate feels unwell during the examination, one invigilator may leave the room with the candidate to take whatever action he/she feels is appropriate.
 - a. candidates must leave jackets/coats, books and any bags other than handbags in a designated area of the room, away from desks.
 - b. during the examination no candidate is allowed (a) access to any books, study-notes or materials relating to Scottish country dancing; (b) communication with anyone else in the room; (c) extra time beyond the two hours' duration.
 - c. candidates are not permitted to move around the room during the examination.
 - d. candidates may leave the room before the scheduled end of the examination only at the invigilators' discretion.

2. Candidates may use an electronic or keyboard device to write their answers.

This includes a desktop computer, or a laptop with a large enough screen so that invigilators may see what is on the screen as they stand behind the candidates; minimum screen size should be 8 inches / 20 cm. **It does NOT include mobile phones or small tablets.**

Invigilators must ensure in advance that they can print a document produced by the candidates' word processing software, and convert it into a pdf version. Candidates should use any standard word processing software, and save their answer document only on to the removable media (aka USB drive, thumb drive) provided by the invigilator / organiser. Candidates must not save their answer papers except in this way. Candidates must use paper and pen to draw any required diagrams.

3. At least one day before the examination the organiser should check that the right number of question papers are available, if received as printed material from the RSCDS Education and Training Officer (HQ), or printed from the digital file received. Additional copies should be made if necessary.
4. During the examination the invigilators should:
 - a. observe the candidates as they write; if computers are being used, invigilators must be observant to ensure no additional sources of information are used.
 - b. inform candidates when there are 30 minutes remaining.
 - c. inform candidates when there are 10 minutes remaining.
 - d. at the scheduled time, instruct candidates to stop writing.
 - e. Please note that candidates are not permitted to keep the question paper at the time of the examination, but a copy of the question paper is sent out later along with the notification of the result.

C. After the examination is complete, the invigilators will:

1. complete form X1-14.
2. gather in all hand-written answer-scripts and all question papers.
3. For answer scripts written on a digital device:
 - a. copy the answer scripts to the blank USB device, saving each one to a separate folder.
 - b. scan any diagrams to produce a digital file, and copy each one to the relevant folder.
 - c. ensure that candidates do not retain a copy of their answer document, nor email the answer script to the invigilator.

The steps below may be performed by the invigilator or organizer.

4. The invigilator or organizer will create a single PDF for each candidate's answer script.
 - a. if necessary, print out the answer scripts and collate them with any hand-written diagrams. Scan all the answer scripts, including printouts from digital papers, and briefly examine each page of each scan to ensure ALL text has been scanned and that it is legible.
 - b. if the invigilator or organizer is able to scan papers on which diagrams have been drawn and incorporate those into the candidate's digital answer script document, that is acceptable. Thus, a single PDF file, for each candidate, containing the digital answer paper and scanned drawings should be saved and emailed to the examiner, translator (if necessary) and the RSCDS Examinations Officer.
5. Email these digital copies of answer scripts that do not need translating to the designated examiners and to the RSCDS Examinations Officer, along with a completed form X1-14, no later than the Wednesday following the date of the examination.
6. If digital copies have been successfully sent to the RSCDS Examinations Officer, it is not necessary to also send the paper copies. Retain the digital answer-script documents and any original paper copies for six months or until notified that results have been distributed, then destroy them.
7. Digital answer-scripts which require translation should be sent to the translator, ensuring that all diagrams are included. The translator will return an electronic version of the translated answer script to the invigilator / organizer and to the designated examiner and the RSCDS Examinations Officer.
8. If organizers or invigilators are unable to digitize answer scripts, photocopies should be made and sent to the examiners in place of scans, while the original answer scripts are mailed to the RSCDS Examinations Officer.
9. For handwritten answers not requiring translation i.e. from candidates who did not use a keyboard for their answers, the answer scripts should be scanned, and, after checking that the entire page has been scanned, converted to a pdf format. (Some scanning systems can automatically save in this format). The scanned pdf files should be stored in separate folders, together with any scanned diagrams. The folder should then be sent by email to the designated examiner and to the RSCDS Examinations Officer.
10. For handwritten answers requiring translation, it should follow the process outlined in the preceding paragraph, except the folder(s) should be sent to the translator. The translator will return the translated files to the invigilator / organizer and the designated examiner and the RSCDS Examinations Officer.
11. The original papers should be retained for six months, or until the results have been circulated to the candidates, and then destroyed.